

# Evaluation of Provost and Senior Vice Chancellor

*TO BE COMPLETED BY TENURED, TENURE-TRACK, TEACHING FELLOWS, AND OTHER FULL-TIME FACULTY MEMBERS*

Using the rating scale below, indicate to what degree each item is descriptive of this administrator's performance:

Highest	Average	Lowest	Do Not Know	Not Applicable
5	4	3	2	1
			X	NA

- \_\_\_\_\_ 1. Provides effective academic leadership
- \_\_\_\_\_ 2. Presents sound and stimulating ideas to faculty and staff
- \_\_\_\_\_ 3. Works to implement ideas once agreed upon by faculty and administration
- \_\_\_\_\_ 4. Encourages individual and group teaching improvement
- \_\_\_\_\_ 5. Effectively communicates the concerns of the academic community to senior administration and the Board
- \_\_\_\_\_ 6. Participates effectively in faculty recruitment process
- \_\_\_\_\_ 7. Encourages and supports faculty professional and scholarly activity
- \_\_\_\_\_ 8. Allocates resources in fair and equitable manner
- \_\_\_\_\_ 9. Listens to and seeks to understand concerns of academic departments
- \_\_\_\_\_ 10. Responds openly and cordially to new ideas and proposals
- \_\_\_\_\_ 11. Possesses effective problem-solving skills
- \_\_\_\_\_ 12. Effectively mediates intra-faculty and staff conflict
- \_\_\_\_\_ 13. Is reliable, honest and sincere
- \_\_\_\_\_ 14. Is prompt and decisive in making decisions
- \_\_\_\_\_ 15. Delegates authority and responsibility to appropriate persons
- \_\_\_\_\_ 16. Exhibits a high level of personal and professional integrity
- \_\_\_\_\_ 17. Is approachable, considerate and courteous

\_\_\_\_\_ 18. Is fair with regard to gender, race, color, age and other differences

\_\_\_\_\_ 19. Relates to students in fair and just manner

\_\_\_\_\_ 20. Overall evaluation in performing duties of office

Comments:

**Please return to Chancellor's Office by March 18**

# Evaluation of Academic Dean

TO BE COMPLETED BY TENURED, TENURE-TRACK, TEACHING FELLOWS,  
AND OTHER FULL-TIME FACULTY MEMBERS

Using the rating scale below, indicate to what degree each item is descriptive of this administrator's performance:

Highest      Average      Lowest      Do not know      Not applicable

5    4    3    2    1                      X                      NA

5 - Excellent

4 - Above Average

3 - Average

2 - Below Average

1 - Far Below Average

X - Insufficient Evidence to Respond

NA - Not applicable

- \_\_\_\_\_ 1. Provides effective academic leadership
- \_\_\_\_\_ 2. Presents sound and stimulating ideas to faculty and staff
- \_\_\_\_\_ 3. Works to implement ideas once agreed upon by faculty and staff
- \_\_\_\_\_ 4. Effectively communicates the concerns of faculty to senior leadership
- \_\_\_\_\_ 5. Participates effectively in recruiting new faculty
- \_\_\_\_\_ 6. Encourages and supports faculty professional and scholarly activity
- \_\_\_\_\_ 7. Responds openly and cordially to new ideas and proposals
- \_\_\_\_\_ 8. Responds promptly to requests from faculty and staff
- \_\_\_\_\_ 9. Possesses effective problem solving skills
- \_\_\_\_\_ 10. Effectively mediates intra-faculty and staff conflicts
- \_\_\_\_\_ 11. Is reliable, honest and sincere
- \_\_\_\_\_ 12. Handles administrative functions efficiently
- \_\_\_\_\_ 13. Delegates authority and responsibility to appropriate persons
- \_\_\_\_\_ 14. Is prompt and decisive in making decisions
- \_\_\_\_\_ 15. Exhibits a high level of personal and professional integrity
- \_\_\_\_\_ 16. Is approachable, considerate and courteous
- \_\_\_\_\_ 17. Is fair with regard to sex, race, color, age, and other differences
- \_\_\_\_\_ 18. Overall evaluation in performing duties of office

As a part of our annual review process, and in an effort to assist us in the clarification of the duties of the Academic Dean, we seek your input in prioritizing the duties of the office. From the list below, indicate in priority order what you consider the top five position duties of the Academic Dean:

- \_\_\_\_\_ 1. Faculty recruiting
- \_\_\_\_\_ 2. Hearing appeals from faculty
- \_\_\_\_\_ 3. Evaluation of pre-tenure, tenure, post-tenure, promotion
- \_\_\_\_\_ 4. Appointment of faculty committees
- \_\_\_\_\_ 5. Managing academic budgets
- \_\_\_\_\_ 6. Leadership of General Education Committee
- \_\_\_\_\_ 7. Representing faculty as member of Cabinet
- \_\_\_\_\_ 8. Serving as contact person for SACS issues
- \_\_\_\_\_ 9. Representing College to outside constituencies (high schools, community colleges, clubs, local government agencies)
- \_\_\_\_\_ 10. Managing faculty loads
- \_\_\_\_\_ 11. Assisting international faculty
- \_\_\_\_\_ 12. Hearing student appeals
- \_\_\_\_\_ 13. Managing student and faculty travel funds
- \_\_\_\_\_ 14. Supervising director of academic events
- \_\_\_\_\_ 15. Supervising international programs

Comments: (Use reverse side, if needed)